



September 13, 2010

Danielle Lingle, Associate Director of Programs
Center for Community Solutions
4508 Mission Bay Drive
San Diego, CA 92109

SUBJECT: Performance Assessment Report
GRANT AWARD NO.: DV09221023; DV09081023; DR09011023; DR09A11023
RECIPIENT NAME: Center for Community Solutions

Dear Ms. Lingle:

Per our recent telephone conversation, I apologize that this follow-up letter to my March 25-26, 2010, Performance Assessment visit was inadvertently overlooked and thus delayed in getting to you. However, I would like to thank you for your time and cooperation during my review of the Domestic Violence Assistance (DV) program and Domestic Violence Recovery Act (DR) program grants for your agency.

As previously discussed at our exit interview, your agency was found to be in compliance with the requirements set forth in the Cal EMA Recipient Handbook and Grant Award Agreements, with the exception of the following:

- **Fidelity Bond**

Finding: Project did not list DR program grant awards listed in the required Fidelity Bond on file.

Citation: Cal EMA Recipient Handbook (RH) section 2161 states, "Community Based Organizations (CBO) are required to obtain a Fidelity Bond or an equivalent employee dishonesty insurance contact. General liability *does not* fulfill this requirement."

Corrective Action: Since the DR program grant award period had expired prior to the date of the performance assessment, no corrective action is required in this matter.

- **Proof of Authority**

Finding: Project did maintain a copy of documentation or proof of authority for the agency's Executive Director to execute into grant award agreement(s) with Cal EMA.

Citation: Cal EMA Recipient Handbook (RH) section 1350 states, "Cal EMA has incorporated Proof of Authority into the Certification of Assurance of Compliance, Section VI, titled 'Proof of Authority from City Council/Governing Board.' All recipients, except for State Agencies, are required to obtain written authorization from the city council/governing board that the official executing the agreement is, in fact, authorized to do so (e.g., a Resolution, pertinent Minutes, or a letter from the Board Chair). Recipients must maintain this written authorization on file and make it available on demand."

Corrective Action: Because the FY2009-10 DV grant period has expired, please obtain formal authority as outlined in the above-referenced citation for your current (FY 2010-11) DV grants, and submit copy of such to Cal EMA **November 1, 2010.**

Enclosed please find a copy of the completed "Performance Assessment/Site Visit Report" form following my visit, for your review. Please sign the cover page and return the signed original cover page by October 1, 2010, as confirmation of receipt of this performance assessment report.

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At this time, I regret to inform you that due to new staffing here in the Cal EMA Domestic Violence (DV) Section, I will no longer be your Program Specialist for your DV grants. Your new Program Specialist is Stephanie Pedone, and she can be reached at 916.322.2855, or via e-mail at stephanie.pedone@calema.ca.gov. Please direct your requested responses to this corrective action letter to Stephanie.

It has been a pleasure working with you on your Cal EMA DV grants. I wish you and your program colleagues all the best!

Sincerely,

Michelle Mahon, Criminal Justice Specialist
Domestic Violence Section

Enclosure

c: Verna Griffin-Tabor, Executive Director, Center for Community Solutions
Cal EMA R&R Logistics